PRESENTATIONS

MANAGING PRESENTATIONS

|	
Open a new presentation	● File: New... {Ctrl+N>} Select presentation type [OK]
Open a presentation	● File: Open... {Ctrl+O>} Select file - Open
Print presentation	● File: Print... {<Ctrl+P>} Select options - [OK]
Save a presentation	● File: Save... {<Ctrl+S>}
Save a presentation with a different name	● File: Save As... Enter file name [Save]
Select background	● Format: Background... Select color from drop-dawn list- [Apply to add background to current slide or [Apply to All] to add all slides
Select color scheme	● Format: Slide Color Scheme... Click the Standard tab to select from existing color schemes or click the Custom tab to create your own color schemes ● [Apply] to use color schemes with current slide or [Apply to All] to use with all slides
Spell check presentation	● Tools: Spelling...{< F7>} Respond to prompts [Close] **Tip:** Use [Add] to add a new word to your custom dictionary
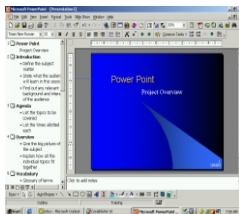
PRESENTATION KEYBOARD QUICKIES

Black screen (toggle on/off)	B / . (Period)
Change pen to pointer	Ctrl+A
Change pointer to pen	Ctrl+P
Display a specific slide	Slide number +Enter
Display first slide	1+Enter
Display next slide	Enter / Spacebar / N �straight/ ⬇ Page Down
Display preceding slide	Backspace / ⬅ ⬆ Page Up / P
Display specific hidden slide	Slide number + Enter
End of presentation	Esc
Hide pointer	Ctrl+H
Start/restart automatic show	S / +
White screen (toggle on/off	W / , (comma)

PRESENTATION MOUSE QUICKIES

Display action menu	Right-click
Display first slide	Press both mouse buttons for two seconds
Display the next slide	Click
Draw	<Ctrl+P> to change the mouse arrow into pen

CREATING HANDOUTS

Handouts may be custom-made and printed for students so that they can follow along with instruction and / or take notes. Handouts show only slides, do not include notes

View: Header and footers…
Select tabs for either Slide or Notes and Handouts [Apply} to save changes to the current slide (Slide tab only) or [Apply to All] to save changes to all slides or notes an d handouts

View: Master Handout Master Change Header, Date, Page Number and Footer to suit our individual needs (i.e., delete, move, resize)

File: Print… {<Ctrl+P>}Use Print what: (at bottom left) drop-down list for potions [OK]

Note: You can also change the orientation of the paper when you print handouts

CHARTS

WORKING WITH CHARTS

Add a chart to an existing slide
- Move to slide on which you want to add the chart
- Insert: Chart... Enter data to chart - Return to slide - Chart should be updated; rearrange slide as required

Change chart type
- Double-click on the chart you want to change (Note: There are 14 different chart types to choose from) - Chart: Chart Type...
- Choose desired chart [OK]

Create a new slide with a chart
- Go to slide that you want new slide to follow - Select New Slide... from [Common Tasks] button on the Formatting toolbar {<Ctrl+M>}- Select type of slide that you want to use
- Double-click on chart icon to bring up Microsoft Graph - Enter data to chart - Return to slide

Customize chart
- Select chart - Chart: Chart Options... - Type a title for chart and both axes - Click the Axes tab
- Select options for primary axis Click the Gridlines tab - Select options for different axes Click the Legend tab - Select location of legend - Click the Data Labels tab
- Select viewing options for data labels - Click the Data Table tab
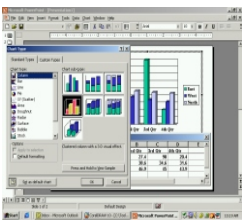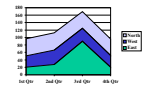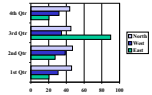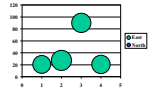- Select options for table [OK]

CHART TYPES

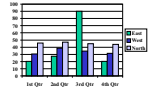**Area**: Displays trend of values over different categories or time

Bar: Horizontal bars that compare values across various categories
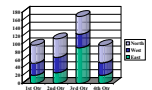
Bubble: Compares sets of three value

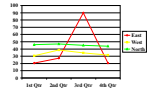**Column:** Vertical bars that compare values across various categories

Cylinder/Cone/Pyramid: Columns or bars with specified shapes

Doughnut: Similar to pie chart, but allows you to use multiple series

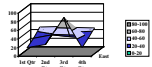**Line**: Lines that display trends or categories over time

Pie: Displays the contribution of individual values over a total
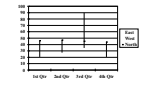
Radar: Displays changes in values that are relative to a central point

Stock: Requires a number of series in a specific order

Surface: Shows trends in values in a continuous curve

XY (Scatter): Compares pairs of values
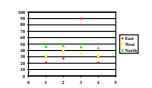
HANDOUT PRINT OPTIONS

Slides: Prints one slide per page

Handouts (2 slides per page): Prints one slide on top, one on bottom of page

Handouts (3 slides per page): Prints one three slides on left side of page

Handouts (4-9 slides per page): Prints number of selected slides (i.e., 4-9 slides); there is on room for note making

Notes Pages: Prints one slide along with Speaker's notes

Outline View: Prints an outline of your presentation

KEYBOARD SHORTCUTS

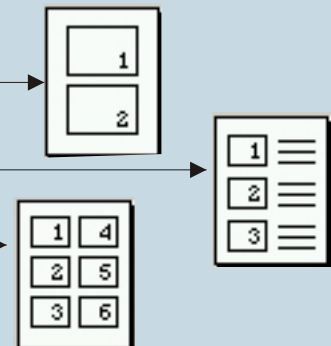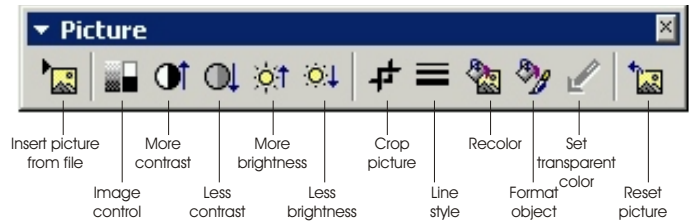|	
Bold	Ctrl+B
Center Paragraph	Ctrl+E
Change Font	Ctrl+Shift+F
Change Font Size	Ctrl+Shift+P
Close Presentation	Ctrl+F4
Copy	Ctrl+C
Cut	Ctrl+X
Date	Alt+Shift+D
Decrease Font Size	Ctrl+Shift+<
Delete Word Left	Ctrl+Backspace
Delete Word Right	Ctrl+Delete
Duplicate	Ctrl+D
Exit/Quit	Ctrl+Q
Find	Ctrl+F
Font Menu	Ctrl+T
Group	Ctrl+Shift+G
Ungroup	Ctrl+Shift+H
Help	F1
Increase Font Size	Ctrl+Shift+>
Italic	Ctrl+I
Move to next object	Tab
Move to previous object	Shift+Tab
New Presentation	Ctrl+N
New Slide	Ctrl+M
Open Presentation	Ctrl+O
Page Number	Alt+Shift+P
Paste	Ctrl+V
Print	Ctrl+P
Save	Ctrl+S
Select All	Ctrl+A
Spelling	F7
Time	Alt+Shift+T
Underline	Ctrl+U
Undo	Ctrl+Z

IMAGES

Picture toolbar buttons:
Insert picture from file, Image control, More contrast, Less contrast, More brightness, Less brightness, Crop picture, Line style, Recolor, Format object, Set transparent color, Reset picture
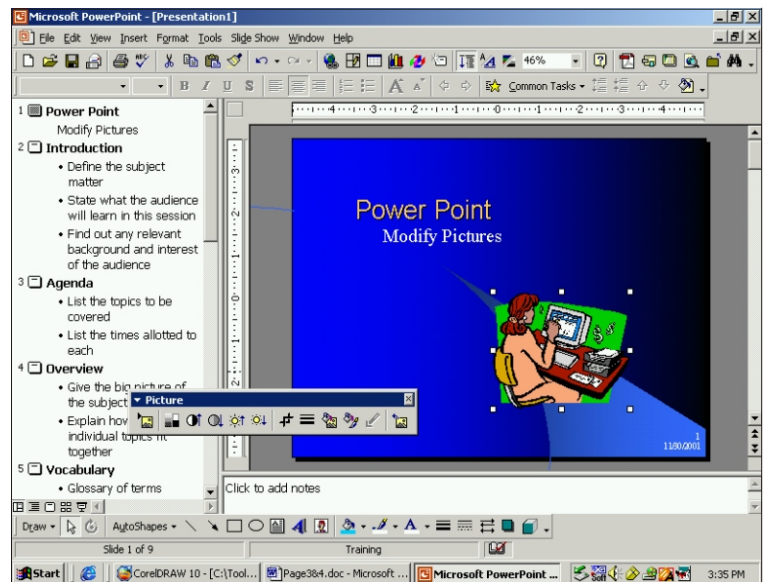
Add ClipArt
- Move to slide on which to add ClipArt- Insert: Picture: Clip Art (Note: There is no shortcut keyboard command for this)   Browse selection

Modify Picture
- Click on picture that you want to change - Bring up Picture toolbar {View: Toolbars: Picture} - Click the Format Picture button
- Within dialog box, modify picture to suit your needs - [OK]
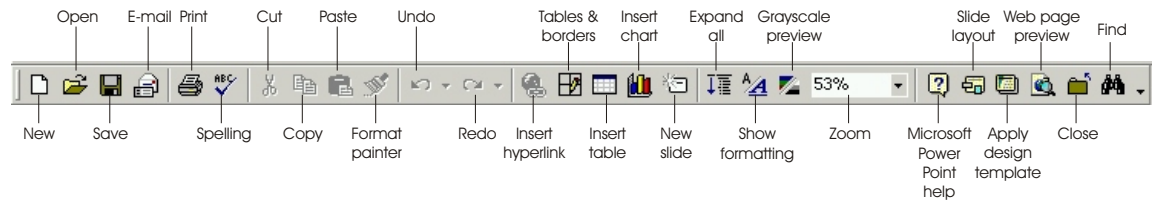
CREATING HANDOUTS

Body text: Text in a slide - Bullets are usually used for points

Hyperlink: Text or graphic image on a slide that you can click on to bring up another slide or document

Macro: A series of commands that allow you to create shortcuts

Object: Any element that is located on a slide - Includes text, clipart, charts, etc.

Slide Master: Used to create elements that appear on all slides

Slide Show: Plays slides in sequence on screen

View: Slide, Outline Slide Sorter, and Notes Pages view

HANDOUTS PRINT OPTIONS

Adding color to your text: Highlight text you want to change, select Format: Font..., Select a color, and then click [OK]

Deleting a slide: Move to slide - Edit: Delete Slide

Duplicating a slide: Move to slide - Insert: Duplicate Slide

Moving toolbars: Grab left side of the toolbar at the top of the screen with the pointer and move it to the desired location

Quick button references: Place mouse arrow over icon/button in question - After a couple of seconds, an icon title will appear

Move a slide from another presentation: Move to slide you want new slides to follow - Insert: Slides from Files..., Select [Browse...], select slides you want to copy, click Open, then Insert

PowerPoint

TOOLBARS

STANDARD TOOLBAR

Labels above: Open, E-mail, Print, Cut, Paste, Undo, Tables & borders, Insert chart, Expand all, Grayscale preview, Slide layout, Web page preview, Find
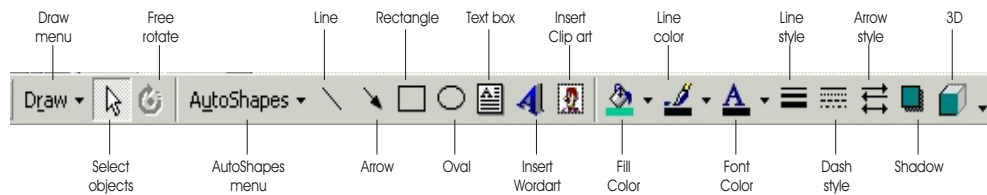
53%

Labels below: New, Save, Spelling, Copy, Format painter, Redo, Insert hyperlink, Insert table, New slide, Show formatting, Zoom, Microsoft Power Point help, Apply design template, Close

FORMATTING TOOLBAR

Labels above: Font, Bold, Underline, Align left, Align right, Increase font size, Promote, Animation effects, Increase paragraph spacing, Move up, Background

Times New Roman | 24 | Common Tasks

Labels below: Font size, Italic, Text shadow, Center, Numbering, Bullets, Decrease font size, Demote, Task menu, Decrease paragraph spacing, Move down

DRAWING

DRAWING TOOLBAR

Labels above: Draw menu, Free rotate, Line, Rectangle, Text box, Insert Clip art, Line color, Line style, Arrow style, 3D

Draw ▾ | AutoShapes ▾

Labels below: Select objects, AutoShapes menu, Arrow, Oval, Insert Wordart, Fill Color, Font Color, Dash style, Shadow

DRAWING TIPS

Add shadow	• Select the object that you want ro add a shadow to (Shadow) • From the Shadow menu, select the style your desire
Add 3D effect	• Select object you want to make 3-D • (3-D) select the desired effect
Display ruler	• View: Ruler
Draw straight lines	• Click the line button. Point to the area where you want the line to start. Click+drag the pointer to where you want the line to end. Release to mouse button
Zoom in	• Use Zoom on the right side of the Standard toolbar to get close while drawing

US Marines

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